

County of San Diego  
Revised: April 14, 1999  
Classes 2304, 2303, 2302 retitled: July 30, 1999  
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<b>ADMINISTRATIVE TRAINEE</b>	<b>Class No. 002306</b>
<b>ADMINISTRATIVE ANALYST I/ANALYST I</b>	<b>Class Nos. 002304/002411</b>
<b>ADMINISTRATIVE ANALYST II/ANALYST II</b>	<b>Class Nos. 002303/002412</b>
<b><u>ADMINISTRATIVE ANALYST III/ANALYST III</u></b>	<b>Class Nos. 002302/002413</b>

**DEFINITION:**

To assist higher-level management with budget preparation, fiscal management, personnel functions, special projects and studies; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

Administrative Analyst and Analysts are professional classes responsible for assisting managers and executives with general administrative support in a wide variety of the areas such as, but not limited to, financial management, budget preparation, purchasing, contract administration and monitoring, cost benefit analysis, personnel, general administration, and special projects requiring quantitative and analytical skills. The Administrative Analyst classes differ from the Analyst classes in that the latter are typically assigned fiscal and budget related work while the Administrative Analyst classes have broad responsibility for several functional areas such as personnel and general administration.

**Administrative Trainee:**

This is the entry-level class of the series. Under immediate supervision of a higher level Administrative Analyst/Analyst or manager, this class is performs progressively more responsible projects and may develop skills needed to move into specialized budget/fiscal work, purchasing, contracts or personnel management specific classifications. Most work is performed in compliance with countywide operating policies and procedures, state and federal regulations. Incumbents receive specific instructions as to methodologies to be used and exercise little discretion in assisting in the administrative support activities.

**Administrative Analyst I/Analyst I:**

These are the first working level classes of the series. Under general supervision, employees in these classes are responsible for assisting management in either the day-to-day operations within a county department, or in conducting special studies, which typically do not require a depth of technical knowledge or specialized skill. These classes work independently within assignment parameters defined by a supervisor who could be consulted at any time to clarify methods, provide technical instruction or resolve problems. Positions in this class may supervise a small staff of clerical personnel but authority is generally limited to a small unit within an office or section.

**Administrative Analyst II/Analyst II:**

These are the journey-level classes of the series. Under general supervision, these classes are expected to exercise judgment within guidelines and to independently provide management with the expertise necessary to identify, evaluate and resolve organization and administrative problems, including recommending changes in policies and procedures, and development methods for implementation. Assignments are moderately complex and usually require proficiency in more than one functional area. The supervisor normally defines the parameters of assignments but the methods used to collect and analyze information would not be specified. Technical skills or specialized knowledge is most likely necessary. Employees in this class may supervise clerical or other administrative support personnel.

### **Administrative Analyst III/Analyst III:**

These are management classes that provide first level supervision and direction to subordinate Administrative Analysts/Analysts and clerical staff. Under direction, these classes advise and assist higher-level management with day-to-day operations of a department or section of a department. Incumbents perform the most complex administrative and analytical work requiring interpretation and the use of discretion in the application of specialized knowledge and resources to accomplish work. These classes differ from the next higher class, Principal Administrative Analyst, in that the latter is a second level supervisor responsible for supervising a section or division performing multiple administrative functions.

### **EXAMPLES OF DUTIES:**

#### **Administrative Trainee:**

Researches, interprets, analyzes and writes reports and summaries on a wide variety of policy directives, procedures, legislation, ordinances, regulations and laws; conducts personnel, organizational and fiscal studies; plans projects; researches information; compiles and analyzes data; prepares flow and organizational charts, workload statistics and statistical data displays; assists in budget preparation and accounting for expenditures and requisitions for purchases; prepares estimates of production, service, personnel, revenue, contracts and cost increases and decreases; maintains inventory control; oversees the maintenance, storage and destruction of records; assists in personnel administration activities; prepares proposals, contracts, reports; coordinates activities with other divisions and departments; assists the public in obtaining services and information from county departments.

#### **Administrative Analyst I, II/Analyst I, II:**

All of the duties listed above and: conducts special studies and special projects which may include, but are not limited to, needs assessments, survey analyses, grant writing and program standard development; collects data and prepares justifications of program costs and resources; ascertains reasons for variations in expenditures and revenue; assists and/or coordinates data for budget analysis, preparation and forecasting; meets with managers and executives to clarify and explain data, resolve problems and prepare detailed budget and financial documents; develops spending plans and revenue schedules and establishes procedures to control funds, expenditures and appropriations through contract and accounting controls; develops and implements procedures to minimize deviations from financial plans; analyzes workflow patterns and equipment and material needs and prepares recommendations to enhance operational and fiscal efficiency; conducts studies and special projects which may be related to any administrative/fiscal function; makes oral presentations of findings to other members of departments, committees or outside groups; advises department/division managers on policy and procedures change efficacy; researches and develops recommendations to improve outcomes; reviews and analyzes impact of proposed and existing legislation, ordinances and regulations; composes written memos, letters, board letters, reports, manuals and other documents; may make oral presentations before committees, boards, commissions, advisory groups, or community groups; may represent the department/division head at meetings.

#### **Administrative Analyst III/Analyst III:**

All of the duties listed above and: plans, directs, coordinates and supervises the analytical and administrative work of subordinate staff; defines the parameters of identified projects; prepares complex reports which communicate county/group/department priorities, policies and procedures; assists in the establishment of processes to identify and prioritize potential projects; develops techniques for measuring cost effectiveness and outcomes; leads continuous improvement evaluation efforts and directs resources to uncover and correct problems of a complex nature; prepares departmental budget; initiates appropriate staffing and fiscal arrangements in support of departmental plans and objectives; drafts, reviews and finalizes correspondence and board letters for department head's signature; oversees the administration of grants, trust funds and special accounts; represents the department head at designated meetings; participates and represents the department on special task forces working on county-wide issues; trains other analysts in

the utilization of automated budget, fiscal or quantitative management approaches and techniques; formulates criteria processes and procedures for evaluating the impacts of projects, plans, and programs for service delivery which may cross departmental jurisdictions or have significant impact on county-wide operations.

### **MINIMUM QUALIFICATIONS:**

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: TR = Administrative Trainee  
 I = Administrative Analyst I/Analyst I  
 II = Administrative Analyst II/Analyst II  
 III = Administrative Analyst III/Analyst III

### **Knowledge of:**

<b><u>TR</u></b>	<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	
G	G	G	T	Principles and practices of public and business administration.
G	G	G	T	Data collection, analysis and interpretation.
G	G	G	T	Research methodology for the analysis of a variety of complex data.
G	G	G	G	Report writing techniques.
G	G	G	G	Business English.
G	G	G	G	Mathematics, statistics and statistical analysis.
G	G	G	G	Government organization functions and services.
G	G	G	G	Modern office practices including information management and technology.
G	G	G	G	Study validation methods.
--	G	G	G	Cost benefit analysis.
--	--	G	G	Impact of programs on county functions, organization and operations.
--	--	G	G	Principles of public personnel administration
--	--	G	G	The General Management System in principle and in practice.

### **Skills and Abilities to:**

The following apply to all classes:

- Compile, organize, analyze and interpret data.
- Analyze information, problems, conditions, situations, policy and procedures, and prepare written descriptions, reports and recommendations.
- Read and comprehend material such as contracts, ordinances, legislation, policy and procedures, directives and manuals.
- Use computerized equipment and applications to accomplish work.
- Prioritize work to meet established deadlines.
- Communicate clearly, concisely and effectively orally and in writing.
- Prepare written reports, summaries, manuals, analyses and displays of information.
- Understand organizational and political implications of research findings, recommendations and decisions.
- Make oral presentations.
- Establish and maintain effective working relations with those contacted during the course of work.

### **Administrative Analyst III/Analyst III (in addition to the above):**

- Exercise independent judgment and initiative.
- Analyze, coordinate and utilize resources effectively to meet objectives
- Lead and perform complex organizational and administrative studies that impact one or more departments or have countywide significance.

- Prepare complex budget, financial, or administrative documents for executives, boards or public use.
- Supervise, train and evaluate subordinates.
- Conduct and facilitate meetings.

### **EDUCATION/EXPERIENCE:**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

#### **Administrative Trainee:**

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, economics or a closely related field; OR;
2. Four (4) years of experience performing research and analytical work, personnel, budget and program evaluation assignments.

#### **Administrative Analyst I/ Analyst I:**

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, economics or a closely related field, AND, one (1) year of experience as an Administrative Trainee in the County of San Diego; OR,
2. Five (5) years in a similar position performing professional level work which included policy and procedures interpretation, budget and fiscal analysis, special studies and projects, and general administration.

#### **Administrative Analyst II/ Analyst II:**

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, economics or a closely related field, AND, three (3) years of experience as an Administrative Analyst I/Analyst I in the County of San Diego; OR,
2. Seven (7) years in a similar position performing professional level work which included policy and procedures interpretation, budget and fiscal analysis, special studies and projects, and general administration.

#### **Administrative Analyst III/ Analyst III:**

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, economics or a closely related field, AND, four (4) years of experience as an Administrative Analyst II/Analyst II in the County of San Diego; OR,
2. Eight (8) years in a similar position performing professional level work which included policy and procedures interpretation, budget and fiscal analysis, special studies and projects, and general administration.

### **SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

#### **Note:**

A master's degree from an accredited college or university in public, personnel or business administration, economics or a closely related field may be substituted for one (1) year of the required experience above.

**License:**

Some positions require a valid California Class C driver's license at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).